



CITY OF  
**West  
Linn**

**REQUEST FOR QUALIFICATIONS  
FOR  
Calaroga Sanitary Sewer Pump Station  
Replacement (Design & Construction  
Administration) – PW-20-02**

Public Works Department  
Engineering Division  
22500 Salamo Road  
West Linn, Oregon 97068  
PH. 503-722-5500

**SUBMISSIONS DUE: January 22, 2020 - 2:00p.m.**

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## SCHEDULE

RFQ FIRST ADVERTISED	December 18, 2019
RFQ SUBMITTALS DUE	January 22, 2020 - 2:00p.m.
SHORT LIST INTERVIEWS ( <i>optional by City</i> )	Week of January 27, 2020
FIRM SELECTION	Week of February 3, 2020

*The City reserves the right to make adjustments to the above noted schedule as necessary.*

# REQUEST FOR QUALIFICATIONS

Notice is hereby given that the City of West Linn, will receive Statements of Qualifications until **2:00 p.m. January 22, 2020** in the Office of Public Works, Engineering Division, 22500 Salamo Road, West Linn, Oregon 97068 for the following:

## **CALAROGA SANITARY SEWER PUMP STATION REPLACEMENT (DESIGN & CONSTRUCTION ADMINISTRATION)**

The City of West Linn is seeking Statements of Qualifications from experienced firms to provide professional services for:

1. Complete preparation of Plans, Specifications and Estimates for replacement of the City's existing Calaroga Sanitary Sewer Pump Station located at 3831 S. Calaroga Dr.
2. Provide Construction Administration oversight for improvements to the Calaroga Pump Station.
3. Design recommended improvements found in the October 2019 Sanitary Sewer Pump Station Condition Assessment Study at the City's six other pump stations. A copy of the assessment is available on the City's bid management website under the applicable project (<http://bids.westlinnoregon.gov/>).

This request for qualifications shall be used to compile a list of interested and qualified firms who will be ranked in accordance with procedures as outlined in this document and the City's Local Contracting Rules. Qualified firm(s) selected will negotiate compensation requirements upon completion of the qualifications based selection of candidates. Do not include any price or cost considerations with this Statement of Qualifications (SOQ).

Project details and SOQ submittal requirements may be viewed at no cost through the City of West Linn's website at <http://bids.westlinnoregon.gov/> or paper copies may be obtained through the City of West Linn Engineering Division at 22500 Salamo Road, West Linn, (503)722-5500, at a cost of \$100 per set with advanced notice to City Staff. If you wish to receive any future addenda for this project please login to the City's bid management website and add your company to the plan holders list. Questions may also be submitted through the website.

The City may reject any proposal not in compliance with all prescribed public bidding procedures and requirements and may reject for good cause any or all proposals upon determination by the City that it is in the public interest to do so. Proposers are required to certify non-discrimination in employment practices and identify resident status as defined in ORS 279A.120. All proposers are required to comply with the provisions of Oregon Revised Statutes and Local Contract Review Board Policy.

Statements of Qualifications must be received electronically via email to the Public Works Director/City Engineer, Lance Calvert P.E., at [lcalvert@westlinnoregon.gov](mailto:lcalvert@westlinnoregon.gov) on or before 2:00 p.m. on January 22, 2020. No late responses, incomplete responses, hardcopy, or faxed materials will be accepted.

## **INSTRUCTIONS AND CONDITIONS**

### **2.1     GENERAL:**

Firms must study carefully and conform to these "Instructions and Conditions" so that their Statements of Qualifications (SOQs) will be regular, complete and acceptable.

### **2.2     STATEMENT OF QUALIFICATIONS:**

All SOQs shall be legibly written or typed and comply in all regards with the requirements of this solicitation. Statements of Qualifications shall be submitted on the prescribed form and in said manner as indicated in these solicitation documents. Use of recycled material is encouraged and the City reserves the right to use recycled material provided the provisions of ORS 279A.125 are met.

The West Linn Review Committee reserves the right to reject any and all SOQs not in compliance with all prescribed public contracting procedures and requirements, reject for good cause any and all SOQs upon the finding that it is in the public interest to do so and waive any and all informalities.

The City reserves the right to obtain additional information or clarification of any SOQ proposal. The City reserves the right to investigate references and the past performance of any firm with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, its completion or delivery of a project on schedule, and its lawful payment of employees and workers.

### **2.3.    RECEIPT AND OPENING OF STATEMENTS OF QUALIFICATION:**

Qualifications statements shall be submitted prior to the time fixed in the advertisement for SOQs. SOQs received after the time so designated will be considered late and will be returned unopened. No responsibility will be attached to any official of the City for the failure to open a SOQ not properly identified. It is the proposer's responsibility to ensure that a SOQ is received prior to the stated closing time.

SOQs shall be opened so as to avoid disclosure of contents to competing firms during the process of negotiation. SOQs will not be available for public inspection until after such time that a contract is executed in accordance with ORS 279C.107. All proposal material shall become the property of the City and is public record. Proposals, including any information that are considered trade secrets under ORS 192.501(2), should be clearly identified as such and will be kept confidential and not disclosed except in accordance with Oregon Public Records Law, ORS 192. The above restrictions may not include any subsequent price information, which must be open to the public.

### **2.4     NONDISCRIMINATION:**

The successful firm agrees that, in performing the work called for by this RFQ and in securing and supplying materials, the firm will not discriminate against any person on the basis of race, color, religious creed, political ideas, sex, age, marital status, physical or mental handicap, national origin or ancestry unless the reasonable demands of employment are such that they cannot be met by a person with a particular physical or mental handicap.

### **2.5     EMPLOYEES NOT TO BENEFIT:**

No employee or elected official of The City of West Linn shall be admitted to any share or part of any potential contract or to any benefit that may arise there from; but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit. No firm shall provide or offer to provide any appreciable pecuniary or material benefit to any officer or employee of City in violation of ORS Chapter 244.

**2.6. CITY FURNISHED PROPERTY:**

No material, labor or facilities will be furnished by the City unless otherwise provided for in future contracts for services.

**2.7. COSTS:**

All costs incurred by the firm in preparation of SOQs to this solicitation, including presentations to the City and/or for participation in an interview shall be borne solely by the submitting firm; the City shall not be liable for any of these costs.

**2.8. NON-COLLUSION**

By submitting a SOQ, the proposer certifies that the SOQ has been arrived at independently and has been submitted without any collusion designed to limit competition.

**2.9. PROTEST OF SCOPE OR WORK OR TERMS**

A proposer who believes any details in the scope of work or terms detailed in the proposal packet and sample contract are unnecessarily restrictive or limit competition may submit a protest in writing, to the contact listed in the notice. A protest may be submitted via email. Any such protest shall include the reasons for the protest and shall detail any proposed changes to the scope of work or terms. The City shall respond to any protest and, if necessary, shall issue any appropriate revisions, substitutions, or clarification via addenda to all interested proposers. To be considered, protests must be received at least ten (10) days before the proposal closing date. The City shall not consider any protest against award due to the content of proposal scope of work or contract terms submitted after the established protest deadline. If a protest is received in accordance with the section above, the proposal opening date may be extended if necessary to allow consideration of the protest and issuance of any necessary addenda to the proposal documents.

**2.10 BUSINESS LICENSE/FEDERAL TAX ID REQUIRED**

A City business license is required and the successful firm shall also complete a W-9 form at time of contract execution.

## **SCOPE OF WORK AND CONDITIONS**

**3.1 PROJECT SCOPE**

The City of West Linn is requesting Statements of Qualifications from experienced firms or teams to provide professional services for the design and construction administration for the replacement of the Calaroga Sanitary Sewer Pump Station, located at 3831 S Calaroga Drive, as well as implementing the recommended improvements found in the *October 2019 Sanitary Sewer Pump Station Condition Assessment Study* at the City's six other pump stations.

The selected firm(s) shall prepare summary presentation materials and attend City staff, Advisory Board, Planning Commission, City Council, and other public meetings. The selected firm(s) shall coordinate with DEQ and other stakeholders as necessary. Tasks are further defined below.

A qualified firm will take the project through the required City processes to a complete final product for Planning Commission, City Council and DEQ approval. Firms must submit a SOQ in response to both tasks and the City may choose to negotiate with the most qualified firm(s) at their discretion.

Interested firms must be able to demonstrate successful experience providing similar services to other municipalities, or similar entities. The City will look favorably upon firms that have consistently provided complex and/or related consulting services within prescribed budgets and schedules. The City will expect the selected firms to dedicate experienced technical and project management staff to the

assigned tasks to ensure that solutions are creative, effective, cost conscious, and coordinated with other activities within the City.

The expected outcome of the project is to complete the preparation of Plans, Specifications and Estimate ("PS&E") for this project and provide construction oversight services of the planned improvements.

The project design is anticipated to start in February 2020 with construction expected to be completed in 2020. The City has not determined a final construction budget for this project but has identified utility capital funds to be used for this contract. It is expected that the selected firm(s) will provide cost and budget estimates for construction of the desired improvements as well as creative cost conscious recommendations on completion of construction of the project which may include completion of construction in phases.

It is anticipated that the selected firm will receive payment for monthly progress on tasks and deliverables in conformance with contract requirements and all applicable standards. The contracted services will be a phased development as follows:

- Phase I – Preliminary Engineering ("PE") through PS&E Final Design and Bidding Services for Calaroga Pump Station and PS& E Final Design, Bidding and Construction Inspection Services recommended for other pump stations.
- Phase II – Contract Administration/Construction Inspection Services for Calaroga Pump Station.

Following completion of Phase I, the City may, at its sole discretion:

- Amend the contract to add Phase II tasks; or
- Elect to complete Phase II tasks with in-house staff; or
- Assign Phase II tasks to another consulting firm.

The City and selected firm(s) shall negotiate the detailed tasks, deliverables, schedule and costs for each phase the City elects to add. Each added phase will be authorized only by written amendment with all required approvals and signatures.

### **3.2 PUBLIC INVOLVEMENT PROCESS**

The qualified firm is expected to be a part of the public involvement process and should anticipate resources required to involve the public, and to attend public meetings with the Planning Commission, Advisory Board, and City Council.

### **3.3 QUESTIONS, ADDENDUMS, CONTACT WITH CITY PERSONNEL:**

The City of West Linn shall not be held responsible for any oral or other interpretations, clarifications, or instructions. Any changes to this RFQ will be in the form of a written addendum.

Every request for an interpretation shall be made in writing and addressed to the Public Works Director/City Engineer **Lance Calvert, P.E. (22500 Salamo Rd., West Linn, OR 97068 or [lcalvert@westlinnoregon.gov](mailto:lcalvert@westlinnoregon.gov))** and, to be given consideration, must be received at least ten (10) days prior to the submittal due date. Any and all such interpretations or addendums will be placed on the City's website <http://bids.westlinnoregon.gov/> not later than five days prior to the due date for SOQs. Failure of any firm to receive any such addendum or interpretation shall not relieve such firm from any obligation under this RFQ as submitted. All addenda so issued shall become as much a part of the RFQ documents as if bound herein.

All firms interested in this project will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public, and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified above.

## **STATEMENT OF QUALIFICATIONS CONTENTS**

### **4.1 GENERAL SUBMITTAL REQUIREMENTS:**

The submitted Statement of Qualifications should contain the required elements as stated in Sections 4.2, "Detailed Statement of Qualifications Contents" and address the project scope in Section 3, "Scope of Work and Conditions."

The City reserves the right to solicit additional information or clarification from the firms, or any one firm submitting SOQs, should the City deem such information necessary.

Do NOT include any price or cost considerations with this Statement of Qualifications.

Any firm-supplied material that is to be considered confidential must be so marked.

The SOQs shall be submitted electronically by PDF via email to Lance Calvert at [lcalvert@westlinnoregon.gov](mailto:lcalvert@westlinnoregon.gov) before the due date set in this RFQ. Include the project name in the email subject title. Applicants should request an email response stating their application was received. No late responses, hardcopy, or faxed materials will be accepted.

All applications must be kept to a maximum of 10 pages (plus a maximum of 5 resumes) to address the SOQ criteria with a minimum 12 point font size for substantive text. File size must be kept under 30MB. Zip files will be rejected by our email filters.

If a firm wishes to submit a company brochure, this may be done under a separate cover. The brochure will not be used in the selection process and may be retained in the City files.

Consultants may not provide engineering services unless the services are performed or provided under the full authority and responsible charge of an Oregon Registered Professional Engineer as defined in ORS 672.002(2). The Professional Engineer must be currently registered in active status with the Oregon State Board of Examiners for Engineering and Land Surveying, and must supervise and direct the services proposed under the contract. As required by Oregon law, consultants shall place their official Oregon Registered Professional Engineer certified seal and signature on all reports, maps, design drawings, and specifications delivered under the contract.

In addition, when required by Oregon law, consultants shall place their official Oregon Registered professional land surveyor PLS certified seal and signature on all applicable survey documents delivered under the contract.

### **4.2 DETAILED STATEMENT OF QUALIFICATIONS CONTENTS:**

The Statement of Qualifications shall contain responses to the required criteria in the following format:

#### **Section 1      Cover Letter and Signature Page**

- a. A one-page dated cover letter indicating the firm's understanding of and interest in the project with signature shall be submitted containing the name, address, tax filing name and number of the corporation or business structure submitting the SOQ. Please indicate if the firm is a resident vendor, as defined in ORS 279A.120. Also submit the name, address, telephone, email, and title of the person authorized to represent the firm.
- b. Provide a signed copy of the "Acceptance of Terms Signature Page" provided with this RFQ.

## **Section 2      Table of Contents**

- a. A table of contents of the material included in the proposal.

## **Section 3      General Firm Information**

- a. Provide a general description of the firm. Include a delineation of proposed services, company experience, and approach to the project. This section may include a flow chart, methodology, unique management strategies, etc. Provide an organizational chart showing key personnel and their work location(s).
- b. Demonstrate specific capabilities for fulfilling the project requirements according to similar previous experience including years of business and any past bankruptcy filings.
- c. Describe your firm's internal procedures related to work quality and cost control.
- d. Identify any contract or subcontract held by the firm which has been terminated, in default, or had claims made against it that resulted in litigation or arbitration in the last five years.
- e. Provide information on the types and amounts of insurance carried by the firm.

## **Section 4      Experience, Organization, and Qualifications of the Project Team**

- a. Provide organizational structure of teams who would be assigned to this project, including experience and relevance of key personnel assigned to this project. Identify relevant education, professional certifications, years of experience and resumes (5 maximum resumes) of key personnel. List the name and registration number of at least one Oregon Registered Civil Engineer in active status intending to perform engineering services under the contract. List the name and registration number of at least one PLS intending to perform services under the contract.
- b. Identify a proposed project manager as a key point of contact for the City. Describe the project manager's experience with similar projects.
- c. Include names, address, phone number, and a statement of qualifications and experience of subcontractors that may be used to complete project tasks, if needed.

## **Section 5      Project Understanding, Project Approach and Example Projects**

- a. Describe in narrative form, with tables or other figures as desired, the firm's understanding of the type of work required for this project, the proposed approach, and technical plan for accomplishing the work listed herein. Discuss creation of products that are clear and easy to use and understand, provide examples of prior work with this in mind.
- b. Describe similar projects performed within the last 3 years which best characterize your firm's capabilities and work quality including work with separated cycle tracks, main streets, and/or similar interchanges in Oregon. Include project size, location, schedule, quality of performance, and role of participation in project by key personnel. For each project include the name, address, email, and phone number of a person who can be contacted regarding your performance on the project. When submitting projects for which your team worked in an auxiliary capacity or in a joint venture or partnership, include the name of the lead firm.
- c. Provide any written letters of reference from agencies with similar projects if available.

## **Section 6      Principal Office Location and Local Participation**

- a. Identify the location of the firm's principal office and the office location of key staff expected to work on the project. Discuss staff availability and scheduling to work on City projects, in addition



to the ability to provide local presence for site visits and meetings. A locally based Portland Metro Region project manager is mandatory.

**Section 7      Additional Information and List of Exceptions**

- a. Please provide any other information you feel would help the Review Committee evaluate your firm for this project.
- b. Describe any exceptions taken to any section in the RFQ.

**EVALUATION AND SELECTION CRITERIA**

**5.1      STATEMENTS OF QUALIFICATION REVIEW:**

Firms will be selected through a qualifications-based selection process as described in the City's Local Contracting Rules and as provided under ORS 279. Each proposal will be evaluated based on responses provided to Section 4, "Statement of Qualifications Contents" and addressing project scope as described in Section 3, "Scope of Work and Conditions" as outlined in this Section. The Review Committee will evaluate the submitted SOQs and will consist of select Engineering, Public Works, and Management Staff.

The three highest qualified firms will be contacted for further evaluation if necessary, that may include oral interviews and reference verifications. The primary intent in the selection process is to provide the City with a given level of specialized skill, knowledge, qualifications, performance history, expertise, knowledge and the ability to exercise sound professional judgment.

Upon final selection of the most qualified firm(s), compensation and personal services contract scope and negotiations will take place. A sample Engineering Services Contract may be found online at the City's bid website or at the end of this document (if printed). During negotiation the City may require any additional information it deems necessary to clarify the approach and understanding of the requested services. Any changes agreed upon during contract negotiations will become part of the final contract. The negotiations will identify a level of work and a fair and reasonable fee that best represents the efforts required. If the City is unable to come to terms with the first choice firm, discussions shall be terminated and negotiations will begin with the second choice firm. The City reserves the right to reject any and all proposals.

**5.2      EVALUATION CRITERIA (Total Possible Points = 100):**

The following criteria will be considered in evaluating all proposals. Use of the rating points system is only a guide to the Review Committee. A major deficiency in any one category can disqualify the firm.

- |           |  |                    |
|-----------|--|--------------------|
| <b>1.</b> | <b>Content: (Section 4)</b><br>Submitted Statement of Qualifications contain all required items as described in Section 4, "Statement of Qualifications Contents."   | <b>0-5 points</b>  |
| <b>2.</b> | <b>General Firm Information: (Section 4.2.3)</b><br>The organization, experience, value engineering, and capability offered by the firm will be evaluated in terms of its applicability to the requirements specified in this RFQ. | <b>0-20 points</b> |
| <b>3.</b> | <b>Experience, Organization, and Qualifications of the Project Team: (Section 4.2.4)</b><br>Professional experience of key personnel and expected subcontractors with similar projects will be evaluated.                          | <b>0-20 points</b> |
| <b>4.</b> | <b>Project Understanding, Approach, and Example Projects: (Section 4.2.5)</b><br>Understanding of desired project outcomes and approach with emphasis on meeting the desired   | <b>0-40 points</b> |

schedule and being cost conscious in all aspects of the project. Applicability of recently completed projects by the firm. Ability to design and control cost, quality, schedule, and work flow.

5. **Principal Office Location and Local Participation: (Section 4.2.6)** **0-5 points**  
Availability of firm and staff to promptly respond and be available for project requirements.

6. **Overall Evaluation of the Firm** **0-10 points**  
General overall evaluation of the firm and its perceived ability to best perform the required services in the most cost effective manner.

### ACCEPTANCE OF TERMS SIGNATURE PAGE

Name of Firm: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

The Firm as defined in ORS 279A.120 is a: ☐ Resident Proposer ☐ Non-Resident Proposer

The undersigned proposes to perform all work as listed in this Request for Qualifications and that all items supplied under any resultant contract will conform to the specifications herein. The undersigned agrees to be bound by all applicable laws and regulations, the accompanying specifications, and by City policies and regulations.

The undersigned, by submitting a Statement of Qualifications ("SOQ"), represents that:

1. The Firm has read and understands the specifications.
2. Failure to comply with the specifications or any terms of the Request for Qualifications may disqualify the Firm as being non-responsive.
3. The SOQ has been arrived at independently and has been submitted without any collusion designed to limit competition.
4. All addenda to the RFQ have been received and duly considered.

The undersigned accepts all the terms and conditions contained in the City of West Linn's Request for Qualifications and the referenced Engineering Services Agreement and therefore offers and provides this proposal to furnish services herein in fulfillment of the attached requirements and specifications of the City of West Linn.

\_\_\_\_\_  
Signature of authorized representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

### **SAMPLE CONTRACT**

A sample contract can be found on the City of West Linn's RFP/RFQ Bids page under this project listing at:

<http://bids.westlinnoregon.gov/>